

Kellogg Marsh Elementary

Home of the Bears



Family Handbook

2022-2023

Office: 360-965-1900

Attendance Line: 360-965-1901

Facebook@KELLOGGMARSHMSD

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Kellogg Marsh Elementary Staff

2022-2023

Office Staff

Principal
Assistant Principal
Office Manager
Office Assistant
Health Room Assistant
School Nurse

Emily Whitten
Hannan Moffitt
Melissa Pascoe
Gayle Goudsward
Janice Williams
Nicole Shaw

Support Staff

Counselor	Heidi Mooring
Psychologist	TBA
OT	TBA
PT	Brent Marchant
SLP	Kim Sansoni, Anitha Simon
NA Liaison	TBA
Reading	Melissa Brown
ELL	Tanya Saul

Special Service

Resource Room Teachers
Special Education Teachers

Angee Markham and Rachel Scherger
Becky Martin and Michelle DeFreece

Food Services

Theresa Hart
Isabel Church

Custodians

Blake Jacobson
Michael O'Leary

Specialists

Librarian	Paula McLaughlin
Music	Jeff Havens
Health/Fitness	Alisha Bierer
STEAM	Bobbie Mooring

Kindergarten

Nicole Aune
Mindy Gray
Cindy Pimentel
Hillary DenAdel

First Grade

Tiffany Hickman
Randi Dunn
Marianne Waite
Jennifer Ryiter

Second Grade

Samantha Bond
Amanda Mariscal
Patsy Knight

Third Grade

Debbie Doherty
Kris Henderson
Michelle Barnett

Fourth Grade

Elspeth Maulit
Lisa Piatz
Abby Ryiter

Fifth Grade

Tequila Coats
Larry Hopper
Hilary Anderson

Para Professionals

Cheryl Aasen
Anna Gadwa
Manar Khudhair
James O'Connor
Sue Simkins

Laura Boudreau
Jackie Greene
Desiree Mason
Katie Pagle
Stephanie Southard

Alicia DeGeus
Olivia Huus
Kendall McCauley
Leilani Short
Marian Webber

Kellogg Marsh Elementary *Daily Schedule* 2022-2023

School Hours: Students welcomed into classrooms at 9:25
Tardy Bell at 9:25; Dismissal is 3:45
Breakfast is served from 9:05-9:25

Early Release Hours: (see District website for complete calendar: www.msvl.k12.wa.us)

Professional Growth Fridays = 9:25 – 2:15

Conference Days = 9:25 – 12:40

In the event of school closure due to weather our district School Messenger system to make calls to all families. In addition, you can access the information on the district website and will be announced on all local radio and television stations by 5:30 am.

School Lunches (Prices are still being determined by press time)

*** Lunch Prices:**

Elementary students: \$3.00

Reduced Pay students: \$.40

Milk: \$.50

*** Breakfast prices**

Elementary: \$2.00

Reduced Pay students: Free

Milk \$.50

Lunch menus go home on the first school day of the month or can be downloaded from the District's web site at www.msd25.org. Payments can be made online at payments.msd25.org.

Kellogg Marsh Elementary Important Numbers

Attendance Line: 360-965-1901

School Office: 360-965-1900

Kitchen: 360-965-1912

MSD Transportation: 360-965-0300

Fax: 360-965-1904

All staff email address format: Firstname_Lastname@msvl.k12.wa.us

KELLOGG ELEMENTARY SCHOOL PROCEDURES

Animals at School : (Policy No. 2029)

"Requests to include animals in the instructional program of the classroom or school shall be approved by the principal. Health issues (allergies, vaccinated status of the animal, involving students and staff) shall be addressed before permission is given to allow the animal in school. This policy does not apply to service animals for the disabled."

It is our intention to keep our campus safe for everyone. In our efforts to do so, we are asking that all dogs stay off campus. This includes dogs that are on leashes, not on leashes, and being held. There are several students, visitors, and staff members who are either afraid and/or allergic to dogs. Please note this policy does not apply to service animals that are properly identified by their service vest for the disabled.

Attendance/Tardy/Absence: Being to school on time is important in developing responsible children and assisting in their academic growth. It is expected that all students arrive to school on time and are in their classrooms at 9:25 when the doors open. Students who are not in the classroom by 9:25 are tardy. Learning begins to take place right away in the classroom during the first minutes of each day so it is imperative they are there on time. Students will need to report to the office with a note from home and receive a tardy slip before entering the classroom after 9:25. If you know your child will be absent for any reason, please call the attendance line at 360-965-1901 at any time, or the main office before 9:00 am at 360-965-1900. If we do not hear from you, or you do not send a note their first day back to school, the absences will be marked "unexcused" and will accumulate toward a BECCA referral.

Safety Calls: After attendance is taken each day, our automated service will call all absent students' homes to assure that the parent is aware their child did not arrive at school that day. We do not call homes where the parent has called in to report an absence prior to the start of school. Messages left for teachers do not always reach the office. If your child is going to be tardy or absent we appreciate a call before 9:00 AM. Occasionally a student will be marked absent when they are actually at school and our automated system will make a safety call. This can be very alarming to a parent, however, it is for the safety of all our students that we double check to make sure they are accounted for and are where you believe they should be that day. Please check back with the school as soon as you receive the message. We do apologize in advance for any confusion.

Extended Absences/vacations/family outings: If you know your child will be gone from school for an extended period of time, prior notification is requested. The Marysville School District will grant 5 days for family vacations or outings. These absences will be excused when the office is notified by the parent or guardian. However, extended absences from school should be avoided. School today is not text book directed but teacher directed, therefore there is no replacement for the experience and instruction from the teacher. The Marysville School District calendar is published early in the summer and can be used for planning family vacations. Teachers are usually happy to provide parents with suggestions for continuing the learning during time away from school for students who are in good academic standing.

Absences and Tardies: Arriving at school on time is very important in developing responsible children and assisting in their academic growth. Students who are not in the classroom at 9:20 AM are tardy. Learning takes place right away in the classroom during the first minutes of each day so it is imperative that children are there on time. Students should report to the office when they arrive to school late to receive a tardy slip before entering the classroom. If you arrive between:

- 9:25 am-10:40 am it is considered an AM tardy
- 2:45 pm-3:45 pm it is considered a reverse tardy.

MSD is changing to a 3 Period day as follows: (more information on absences and reverse tardies will be followed announced)

- Period 1: 9:25 am-11:20 am
- Period 2: 11:21 am-1:35 pm
- Period 3: 1:35pm-3:45pm

An administrator will meet with parents of students who are chronically tardy or picked up from school early. Teachers are teaching our students until the end of the school day. When students are being picked up early, they are missing out on very important instruction.

Early Parent/Guardian Release:

If you must take your child out of school early, please send a note that morning to the teacher indicating the time the child must leave. When you arrive to the office to sign out your child, the secretary will then call to the classroom to have the child meet you in the office. If your child is to be released to someone other than the names on the emergency card, we will need written permission to allow them to pick up your child, and will also require them to show picture identification. Please make every effort to schedule medical and dental appointments outside the regular school day or on non-school days.

Absences & the Becca Law:

Tuancy

In our state, the law (RCW 28A.225) requires children ages 6 to 17 who are enrolled in public schools, attend school Monday through Friday unless there is a good reason for being absent. In this case the parent or legal guardian must excuse the absence by notifying the school.

When students miss school and their parents have not excused the absence, they can be considered truant. Truancy is defined as being absent from school or from the majority of a student's classes without a valid excuse.

Basic Guidelines for Marysville School District #25

- **Parent Contact:** After **one** unexcused absence, the parent or guardian must be notified. An unexcused absence means that a student has failed to attend the majority of classes in an average school day and that the parent has not verified the absence by calling or emailing the school or sending a note.
- **Parent Contact:** After **three** unexcused absences, the school must make contact with the parent or guardian which is usually by letter.
- **Conference:** By the **fifth** unexcused absence in a **month** the parent and student are invited to a conference.
- **Filing:** By the **seventh** unexcused absence in a **month** or the **tenth** unexcused absence in a **school year**.
- **Contempt:** If a student has additional unexcused absences following a court order, they may be required to appear and be found in contempt of court and may be sentenced to community service, juvenile detention or a detention alternative. Parents who fail to get their children to school may also be fined or ordered to volunteer at the child's school per RCW 28A.225.090 (3). Accrued fines shall be used exclusively to enforce this law.
- **Documentation:** If a court assumes jurisdiction, the school district shall regularly report to the court any additional unexcused absences by the child [RCW 28A.225.035 (13)].

Preventing Truancy

Student safety and academic progress are important to both parents and educators. If you are concerned about your child's attitude toward school and about his/her attendance record, contact your child's teacher, counselor and/or school principal. With the combined insights into your child's needs and interests, we can work together to design and individualized plan to help your child stay in school.

School Arrival and Dismissal

Kellogg Marsh students arrive to school by bus, parent drop-off, walking, and bike.

School Hours: Breakfast is served from 9:05 – 9:25. Enter through exterior doors leading to the Gym.
Classroom doors open at 9:25
Dismissal is 3:45 Monday through Thursday and 2:15 every Friday

There is no supervision at school prior to 9:05. Students should not arrive on campus prior to this time. The playground is not to be used before school or after school. After school the playground is off limits until all students have been picked up from school. This is to ensure the safety of all your children. Students enter the

school through the exterior classroom doors. Students will wait quietly outside their classroom door until their teacher is present to greet them. Students may visit quietly, read and play quiet games until the teacher welcomes them into the classroom. For safety reasons, side doors will remain locked throughout the day and students are not to enter through these side doors after the school day begins.

Dismissal Procedures: Because our students' safety is extremely important, we had the Marysville Police Department and our District Security Manager to review our dismissal procedures. Our procedures were approved and said to be appropriate for our building and space we currently have available. Please note the following information:

- Students who are being picked up will meet their parents in the front of the building. (Students will not be allowed to cross the parking lot without an adult).
- Parents can either park in the front parking lot and walk to the front entrance to pick up their child or they can drive through the car line.
- If you are parking your car and meeting your child at the front entrance, please use the crosswalk.
- Do not leave your vehicle unattended in the car line due to the fact this will stop the flow of traffic.
- Stay in the right-side line next to the curb to pick up your child. You do not have to get out of your vehicle. We will escort your child to the car. Never cut in front of another vehicle.
- There will no longer be any student pick up in the back of the building. This area will be designated for buses only.
- Students who are riding the bus or walking will be escorted out of the building by an adult.
- Be patient and keep a cool head: Our number one priority is the safety of children. We ask for your patience with the traffic and with one another, and to keep the safety of children your number one concern.
- Adult & Student Safety Patrols: The adult and student patrols in the front and back of the school are not there to regulate traffic but to assure that the children are safely crossed through traffic. They may ask you to move your car or to stop from entering the parking lot. Please understand that they do this only for the safety of our children.

******It is imperative that you let your classroom teacher know the usual way your child will go home each day. Teachers are responsible to make sure your child gets to their departure area of the school.*

Bus students: Meet at the bus pick up area at the side of the building or the back of the building depending on where your bus drops off and picks up. Marysville School District provides bus transportation for students who live outside a one-mile radius of the school or those students who qualify for transportation because of hazardous walking conditions. The district is also one of the primary providers for transportation of field trips and co-curricular activities.

At the beginning of the school year, a pamphlet titled **School Bus Transportation Guide for Students and Parents** will be sent home. Please take a few minutes to read and review this with your child. Reading the guide will help you make the school bus ride a safe and positive experience for your child. The bus driver's primary job is to drive the bus safely. In order for this to happen, students must obey the bus driver's directions immediately. Students must remain seated on the bus and talk in quiet voices for their own safety. Parents can help their children by reviewing the rules and supporting the driver. If you have any concerns with your school bus service, please call the Transportation Department at (360) 965-0300. Our mission is to provide safe transportation to all of the students that utilize this service.

Walkers: All students that walk home leave the school and walk on the designated safe walking routes. Students walking EAST of the school meet at the fence beyond the EAST end of the building. This group waits for the Staff Adult Patrol to start them walking home. Students walking WEST of the school meet at the WEST end of the school. Students who walk south meet at the south side of the West end of school. Students who walk north meet at the north side of the West end of the school. These two groups cross through the parking lot at the crosswalks with patrols. Because Kellogg Marsh has many students who walk to school, patrols are provided at the corner of 88th & 67th and 91st & 62nd. These locations are supervised by our trained and

responsible 5th graders, along with our Adult Staff Patrols. Please review with your children the safety rules of walking to school.

Bikers:

Bike riding is a privilege only for 3rd, 4th, or 5th graders. If your student plans to ride their bike or scooter to school, he or she must have a signed Registration Rules contract on file in the school and they must wear a helmet. The contract is provided in the back of this booklet, complete the contract, and return it to school as soon as possible. Students who ride bikes must wear helmets and must walk bikes while on school grounds and in crosswalks. Students must give walking students the right of way. Bikers must follow the designated safe walking routes. **Students must walk their bike at all times once they are on school grounds. Motorized vehicles of any kind (mini bikes, scooters, etc.), skates, scooters, skateboards, Heeleys, etc. are not allowed on school property during school hours for safety reasons.**

School Cancellation & Early Dismissal:

All school closings due to inclement weather will be broadcast on the major radio/TV stations. You can also check the school district web site at www.msds25.org.

When school is cancelled, all activities at the school are cancelled. When road conditions are hazardous in the morning, the district may call a 2-hour late start. A 2-hour delay means that school doors open at 11:00 instruction begins at 11:20. There will be NO BREAKFAST served on those days. All activities at the school will continue UNLESS you are notified otherwise. ONCE SCHOOL IS IN SESSION, ALL EFFORTS WILL BE MADE TO AVOID SCHOOL BEING CANCELLED. Students are never sent home early due to weather without permission from the parents or guardians. Limited Transportation means that buses will only operate on main roads. Exact adjustments to routes will be sent home with your student in the fall of each year.

TV stations that carry school reports: KOMO TV KING TV 5 KIRO TV 7

Radio stations: KMPS 94.1FM KRKO 1380 KOMO 1000 KIRO 71

Meals: (Waiting for an update from the state on Free and Reduced status)

We encourage you to keep your child's account current by pre-paying for meals. Please send cash or check in an envelope with your child's name, lunch number, and teacher's name on it and ask them to give it to their teacher as soon as they arrive in the morning. Marysville School District #25 has an online payment system, TouchBase, making it easy for parents/guardians to pay student fines, fees, make a food service payment. As a parent, this new application allows you to access your child's account online using a computer or your favorite mobile device, and the same username and password from Skyward Family Access. payments.msds25.org. At the elementary schools, students are allowed two unpaid meal charges before an "emergency" meal is given. There will be no charges allowed in June, so please make sure your child has enough money on their account or have money each day to buy hot lunch. If they do not have money, they will be given a sandwich, fruit, and milk only. Free and reduced meal applications are available from the school office, or by calling the Food Service Office at (360) 965-0115. All meals have to be paid for while the family is waiting for their application to be approved. Charges will remain on the student's account until they are paid. Families who currently qualify for Free and Reduced (from last year) continue to be covered until September 30th only. You will need to re-apply this year and need to get the application turned in ASAP so you will not be removed from the system and have to begin paying out of pocket for meals.

Homework:

Reading is the fundamental skill that opens the doors for your child's future.

Students who read everyday become better readers...better readers do better in school and in all parts of their lives. Every student at Kellogg Marsh is encouraged to read, or be read to, at least 20 minutes or more each night. Please help your child to meet this goal. You should also expect to regularly find math homework. Be sure to ask your child to see what they have completed for their homework, or what they still need to do, and assist with completion when possible as this will impact them in successfully completing the **State Grade Level**

Expectations for this school year and can be found at www.k12.wa.us. Please check with your child's teacher to get their specific expectations for homework.

Library:

Our Librarian is eager to share books and other library resources with our students. Any materials students check out become their responsibility to properly care for and return on time. A fine will be assessed for lost or damaged books and will be determined by the school. This fine will remain on the records until paid.

Lost and Found:

Found articles are placed in the Lost and Found on the hooks and shelves in the hallway past the office. Each year, numerous items are unclaimed so please check this area if your child is missing any items. Some of the unclaimed items are used in the Health Room for emergencies and the rest are donated to local charities.

Please label all your child's items with permanent marker for easy identification if lost.

Forbidden Items at School:

The following items have NO place at school: knives of any kind, weapons or items related to weapons, explosives of any kind, cigarettes, drugs, water guns, hockey sticks, in line skates, skateboards, baseballs (hard balls), Heeley's, Ipods, portable music players, electronic games or pornography. These items, plus anything that causes a disruption to the educational process, will be taken away from students and parents can pick them up from the principal. Additional consequences may be applied according to Marysville School District policy.

Healthroom:

We have a nurse assigned to our school. We share her with several schools. She is here one-half day a week and is only a phone call away from us if needed. On site, we have a trained Health Room Assistant who takes care of the daily issues that arise at school. If your child has a **health concern**, please let your child's teacher and the health room assistant know about it right away. If your child has allergies, such as food allergies or bee sting allergies, please let us know ASAP so we can keep your child safe and attend to their needs whenever necessary.

NO medication, including aspirin, cough drops, etc. can be given to your child without written consent from the parent or guardian AND a written order from the child's Dr. If your child is taking any medication at school, state law requires that the medication must have a doctor's order and must arrive in the original container. The health room assistant can help you get the proper paperwork together. The law also requires that only trained personnel can administer any medication at school and therefore needs to be kept in the Health Room at all times. If your child is feeling sick, or running a fever, we ask that you keep them home for the day and report their absence to the office. We want to support the quick recovery of your child and must be cautious of spreading any infections germs to others. Please keep your child home 24hrs after the fever has broken.

Birthdays:

Birthdays are special times for children and families! We want to join in celebrating your child on their birthday. We do not allow birthday celebrations to take away from learning time in the classroom. Flowers and Balloons delivery to the school is NOT appropriate as it causes a disruption to the educational process. If you would like to bring a store bought treat to share with your child's classmates, please let your child's teacher know in advance and check with them about any special requirements. Some classes may have children who have food restrictions and you will need to know that before purchasing items for the celebration

Birthday party invitations:

Unless every child in the class is invited to the party, we ask that party invitations NOT be distributed at school.

Food for Parties or other celebrations: By order of the Snohomish County Health Department: Homemade food such as cupcakes, cakes, pies, cookies, etc. are not allowed at school events. Food for classroom parties, birthday celebrations, or any occasion food that is served in school, must be purchased from a store which is subject to state food inspection regulations. All food **to be shared with other students** must be commercially prepared, pre-packaged, unopened, and when possible, individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease.

BE AWARE THAT WE HAVE STUDENTS WITH SEVERE FOOD ALLERGIES. PLEASE CONTACT THE TEACHER BEFORE ANY FOOD IS BROUGHT INTO A CLASSROOM.

Money at School:

Payment by check is the best way to send money with children. Checks for lunches, book fines, field trips, etc. should be made out to Kellogg Marsh Elementary School. Items offered by the PTA should be paid by check made out to Kellogg Marsh Elementary PTA. If your child has a different last name than you, please add the child's full name to the bottom of the check. School lunches can also be paid on line at www.msvl.k12.wa.us. Checks eliminate the problem of money being lost on the way to school. When money is sent to school with younger children, please put it in an envelope clearly marked with the child's name, grade and teacher's name. Please emphasize with your children the danger of leaving valuables in desks, backpacks, or other places at school. We occasionally collect money for the following:

Most field trips, Book orders, Special project materials, Lost or damaged books

Classroom magazine subscription such as Weekly Reader, Scholastic News and Time for Kids

Student Records and the Law:(Policy No. 4080)

Most information about our students is confidential and cannot be made public without consent of parents or guardians. The Family Educational Rights and Privacy Act (**FERPA**) prohibit schools from releasing information without permission, except for what is termed "Directory Information." Directory information about students may be released by the district without parental consent. The Marysville School District has designated in Policy No. 4080, Section 8, and the following items as "Directory Information." This means the district may release, without written consent, the student's, parent's/guardian's name, address and telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and photographs of students for public information purposes.

This does not mean that this information is freely available to anyone, but rather only for authorized, school-related purposes as approved by the principal. A student's name will be excluded from any such list upon written request by a parent or guardian received by October 1st. Furthermore, a parent or guardian may request that any or all of these categories of information not be released under any circumstances without their consent. Such requests should be addressed in writing to the building principal and need to be updated annually. The school district will not release directory information for commercial purposes.

Obtaining student records:

Parents, Guardians, and students over 18 years of age have the right to:

1. Inspect and review the student's education records.
2. Request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

COMMUNICATION

Upcoming Events & Communication:

We make every effort to communicate the happenings around the District and at Kellogg Marsh. Calls and emails will go out to your primary contact numbers from our School Messenger service with periodic reminders of early releases and happening events. Be sure we have your current contact information on your child's emergency cards for these messages. Please call the office when updates to those numbers are necessary. Teachers send home student work and important announcements. Please check your child's backpack daily and review these items as they contain very important information for all family members. We also encourage you to contact your child's teacher whenever you have a question or concern. By leaving them a message, they will get back to you as soon as possible. All staff email addresses: Firstname_Lastname@msvl.k12.wa.us.

Open House:

Before the first day of school we host an Open House. Students and their families are welcome to find the classroom, meet their teacher and drop off supplies. This is an informal event. If you need more time to talk with your child's new teacher, please contact them to arrange a conference.

Parent Teacher Conferences:

Regular conferences are held twice each year, once in November and again in March (see calendar page for specific dates). We will have a night of conferences available for parents who are unable to attend during the school day. This is an important time for parents to learn how their child is doing at school AND an opportunity to share with the teacher about your child. Parents are encouraged to request an appointment at any time with their child's teacher. Please do so in advance so that they can arrange a time in their schedules to talk with you that does not interfere with the preparations of the school day. Each teacher has an email address, voice mail, and a phone available to stay in touch with you on a regular basis. Please check with them for that specific information. It is this partnership that makes for the best possible education for your child. Marysville School District e-mail addresses follow this pattern: teacher's first name last name@msvl.k12.wa.us.

Report Cards:

Reports cards are the official reporting of student progress toward the Washington State Grade level Expectations. Report cards are sent home with students or mailed home two times per year approximately a week after the end of the semester in January and the end of the second semester in June.

PTA (Parent Teacher Association):

As we all know, it takes everyone to support and educate our young people. We have many new and returning faces to our PTA board this year. We encourage you to get involved and join this organization as soon as possible. Your participation and ongoing support are greatly appreciated by all of us at Kellogg Marsh! PTA membership envelopes will be sent home in September, or you can obtain one from the office. Dates regarding upcoming General Meetings and other important events will be highlighted in our monthly School Newsletter and on their face book page.

Newsletter:

We publish a monthly newsletter with articles of interest and calendar of events. Please review these items with your child as they contain very important information for all family members. Post the newsletter in a convenient place to note the dates and times of certain events. This will reduce the number of unnecessary calls to the office and is a great help to our office staff.

Social Media:

We also use our school website and social media to communicate upcoming events and important information. Please contact our front office to find out how to join us on social media.

E-mail & Voicemails:

Teachers have both voice mail and email which are efficient ways to keep communication open and continuous. Email addresses are the same across the district: firstname_lastname@msvl.k12.wa.us.

Student Concerns:

If you have any concerns about your student we encourage you to take the following steps:

1. Contact the classroom teacher via a phone call or email.
2. Request a conference with the teacher.
3. If the situation is not resolved, contact the office to set up an appointment with an administrator.

Phone calls regarding changes in plans and pick-ups:

Should you need to get a message to your child during the school day, we ask that you contact the office before 2:15 and we will make every attempt to get the message to your child. We ask that all family business be taken care of outside the school day. We cannot guarantee messages called if after 2:15 will be delivered. In cases of emergencies we will make every effort to get the message to your child. Your child's safety is our primary concern.

STUDENT SAFETY

Release During School Hours:

Students will be allowed to leave school grounds during school hours only with authorization from parents or legal guardians. Approved reasons for leaving school during the day include: illness, family emergency, medical appointments, religious classes or other reasons approved by the administration.

NO students will be released directly from the classrooms.

Student Check Out Procedures:(Policy No. 2121)

Student safety and security is a primary concern of the Marysville School District. For that reason, all schools are required to follow established procedures governing the removal ("checking out") of students during school hours.

Elementary students may be released from school only to the custodial parent or guardian or to another person authorized by that parent or guardian as listed on the student emergency card. Any individual who is unknown to the office staff and whom requests to check out a student from school will first show photo identification to the school secretary. The individual checking out a student will then sign the checkout log with both their signature and the authorizing person's name (i.e. parent, guardian). The secretary then verifies the log information.

A custodial parent may authorize another person to check out a student with a signed, dated note, or with a telephone call that states the authorized person's full name and the purpose of the release from school. The telephone authorization will be accepted only if office staff can verify the caller identification. The custodial parent also has the option of preauthorizing, in writing, other individuals who are designated on an annual basis or for a specified period of time to check out the student from school. The parent is responsible for updating the preauthorization form as needed. Forms will be available upon request in the school office. Students will be called to the office for release to the parent, guardian, or authorized person. ***Students will not be released from the classroom to a parent or guardian.***

Custody Agreements and Restraining Orders:

In the event of separated or divorced parents, students will be released based on the court documents regarding legal custody. IT IS THE RESPONSIBILITY OF THE PARENT TO ENSURE THAT CURRENT COURT DOCUMENTS ARE GIVEN TO THE SCHOOL AND PLACED IN THE STUDENT'S RECORDS.

Emergency Cards:

It is important that each child have an emergency card on file in the office. If your child is ill or injured while at school we will use the emergency card for phone numbers to notify you. Please keep your emergency card up to date with names and numbers of people who can be contacted in an emergency. We also use the emergency card for release of students during the school day. Students may be released to people on the emergency card. If there are individuals restricted from contacting your child it should also be listed on the card.

Volunteers:

Volunteers play a key role in providing high quality educational and enrichment activities for our students. Every contribution of time and effort will help make a big difference in our lives at Kellogg Marsh. A wide variety of jobs are available, requiring different levels of commitment and time. These may include assisting in the classroom, library, or helping with special events. Please contact your child's teacher and let them know what kind of help you are interested in providing. Any commitment will be greatly appreciated! **All volunteers must complete background check information and have Washington State Patrol clearance (forms available in the office) approved prior to being involved with student and their activities.** This clearance is good for two years. Please update when needed as this is very important for field trips and other school related activities.

All visitors and volunteers are required to ***sign in at the main office*** when first entering the school grounds and must ***wear a visible "Visitor" badge*** at all times to ensure the safe environment we provide for the students and staff.

Visitors:

If a parent or guardian wishes to observe in a classroom, it is required to make an appointment ahead of time with the principal and teacher for such observations. All school visitors must be cleared through the front office staff. Occasionally, a request is made to have a relative or friend who is in town for the day to come and spend the day at school with a student. This is not permitted because it is not in the best interest of the students and may be a disruption to their education.

Visitation Procedures:

All parents who wish to observe in their child's classroom must follow our district's policy 4200 (which can be viewed on the Marysville School District website) and contact the principal in advance to allow the principal time to contact the teacher to arrange a visitation time. Contact with the teacher and arrangement for visitation will be made within 24 hours.

To assure that your child's teacher is available to meet with you, you must make an appointment. This can be done by contacting your child's classroom teacher via email or by phone.

Photographs at School:

Occasionally, we take photographs of students for use in district or school-produced publications or for use in the news media. If you choose to grant permission for the use of your student's photograph, please check the appropriate box on the Emergency card your student brings home from school. If you DO NOT wish to grant permission, please check the appropriate box on the form and let the office know in writing by October 1. Published photos in yearbooks, student newspapers, school handbooks, etc. are considered public domain and can be reproduced by news media. Marysville School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, creed, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX (RCW 28A.640) Officer, Section 504 Coordinator and/or ADA Coordinator, 4220 80th Street NE, Marysville, WA 92870, (360) 965-0000.

Visitors Disruption of School Operations: (Policy No. 4200)

The board welcomes and encourages visits to schools by parents, community members, and interested educators. The superintendent will establish guidelines governing school visits to insure orderly operation of the educational process and the safety of students and staff.

Disruption of School Operations

The superintendent or staff member in charge will direct a person to leave immediately if any person is:

- A. Under the influence of controlled substances, including marijuana (cannabis) or alcohol; or
- B. Is disrupting or obstructing any school program, activity, or meeting; or
- C. Threatens to do so or is committing, threatening to imminently commit; or
- D. Inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure (of any student, official, classified or certificated staff member or invitee) of the school district.

If such a person refuses to leave, the superintendent or staff member will immediately call for the assistance of a law enforcement officer.

Cross References:

Board Policy 3124 Removal/Release of Student During School Hours

Board Policy 3510 Associated Student Bodies

Legal References:

RCW 28A.605.020 Parents' access to classroom or school sponsored activities

RCW 28A.635.020 Willfully disobeying school administrative personnel or refusing to leave public property violations, when-Penalty

RCW 28A.635.030 Disturbing school, school activities, or meetings - Penalty

RCW 28A.635.090 Interfering by force or violence – Penalty

RCW 28A.635.100 Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful - Penalty

Emergency Response:

Our school and the Marysville School District have an emergency plan in case of any event that occurs at school. Our first priority will be the safety of your children. In the event of a fire, earthquake, or other emergency, we will follow our detailed plan to evacuate the building. Teachers have been trained on accounting for all students, communicating with officials, and incident recovery plans. We have in place procedures for keeping all children safe for up to 72 hours. We will be practicing these procedures each month during the school year.

In case of a disaster, please do not call the school. We will need all lines available for emergency services. If you come to the school, do not expect to drive into the parking lot. We will need to secure the site and account for all students and staff. Once you get to the site, go to the checkout station (visibly located in the front of the building) and you will need to show identification before checking out your child. The checkout will be similar to regular school checkout. You will sign out your child and we will escort the child to you. Children will not be checked out to neighbors, carpool drivers, etc. If you are at the school during an incident, please be prepared to jump in and help students cope with the situation.

EXPECTATIONS FOR STUDENTS

Cell Phones:

Cell phones must be turned off and left in the backpack during school hours. Cell phones may be used before and after school hours only, preferably off campus. Please make arrangements for your child's pick-up after school before your child arrives at school each day.

Cell phones that are out of the backpack being used for calls, texting, pictures, or ring during class time will be given to the principal to hold and will not be returned until the parent comes and picks it up.

Dress Code: (Policy No. 3200)

Any student representing the school in any school-sponsored activities must meet the dress and grooming standards deemed appropriate by both the advisor and the administration. If a student's appearance is in

conflict with these guidelines, the student will be required to change to more suitable clothing. Students refusing to comply may be suspended and the parent contacted.

Any form of dress which is contrary to good hygiene or good taste, or which is distracting or disruptive in appearance, and therefore detrimental to the purpose or conduct of school, is not permitted. The following are parameters for appropriate school wear.

Procedure No. 3200P Students

1. Clothing should be sufficiently modest and not revealing. Clothing must cover the midriff and underwear. Short shorts, halters, white tank top undershirts, and tube tops are not suitable for school.
2. Clothing which advertises drugs, tobacco products, or alcohol - including jewelry.
3. Clothing which is gang related, specifically, no bandanas "rags" of any color worn or displayed in any manner nor altered caps (e.g. team logo colored in or gang monikers or "tags" added on).
4. Clothing with sexual or violent overtones or obscenities.

"We believe that a dress code is an important component of a positive environment for learning. At Kellogg Marsh, we have created this strong dress code policy for students to ensure safety, encourage respect for themselves and others, and to promote a high standard for learning.

We believe that a strong dress code at Kellogg Marsh will:

- Eliminate distractions in our school
- Instill students with self-discipline
- Help students resist peer pressure
- Provide guidelines to assist families in selecting proper attire

Do's for Student Dress:

- Sleeveless tops and dresses that have a minimum of a 2" strap
- Shirts that cover shoulders, back, stomach and chest
- Shorts or skirts no shorter than the end of fingertips when standing
- Appropriate attire for recess & PE (i.e. tennis shoes, jackets for possible rain, etc)
- Flip flops can be worn. However, this may increase your student's chances for injuries at recess.

Don'ts for Student Dress:

- Excessively tight or revealing clothing
- Baggy or saggy clothing
- Exposed undergarments
- Gang related attire (bandanas, wallets, chains, oversized belts)
- Clothing with large rips, tears, or holes
- Clothing that refers to drugs, alcohol, or tobacco (State Law)
- Hats or hoods inside the building (other than designated Spirit Days)
- Distracting hairstyles or colors (other than designated Spirit Days)
- Cleats on shoes, higher than 2" heels, or wheels on shoes
- Make Up (*this is inappropriate for grade school children & is a health hazard when shared with others; please discourage your child from bringing or wearing it*)

The principal will contact parents of students to request their support if it is felt that their dress is inappropriate for school or distracting the learning. Even during cold or wet weather, every effort is made to have students spend some recess time outside in the fresh air. It is important that your child be dressed properly for the weather with a warm coat, hat, gloves or mittens, and outdoor shoes or boots. Rain hats, coats and boots are appropriate for a rainy recess.

Internet Use:

Marysville School District students have access to the district computer network for electronic mail and the use of the Internet. To gain access, students and their parents must sign a copy of the district's Acceptable Use Policy, which is kept on file in the office. Students signing the document agree to adhere to the MSD Internet and E-Mail rules. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility. The following activities are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Installing software onto district computers without written permission from a school official
7. Using another's password
8. Intentionally allowing another to use one's password to gain unauthorized access
9. Trespassing another's folders, work or files
10. Intentionally wasting limited resources
11. Giving personal information or making appointments to meet people in person who have been contacted via the network.
12. Employing the network for commercial purposes

Toys at School:

Toys and Trading cards are not permitted at school. The school provides students with plenty of activities for outside play. In addition, children have a better chance of succeeding in the classroom when distractions are limited. Toys are a distraction to learning and will be confiscated by the teacher in the interest of eliminating the distraction.

- Toys may be brought from home for "sharing time" if requested by the teacher. These toys will be left in the backpack during the day and taken out for sharing time only.
- No toys or items of significant value should be sent to school as they may be broken or lost. Electronic toys of any kind are not permitted at school.
- If these items are sent to school by parents for after school activities they must be kept in the student's backpack. The school is not responsible for items stolen or lost at school.

Occasionally teachers will have a special event where students may bring electronics to school. You will be very aware in advance and sign a permission slip for your child to participate. There are specific rules and teachers will hold the equipment in a secure place until it is needed.

Student Conduct

The Marysville School District acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The district requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

A copy of Policy 3240 "Student Conduct Expectations and Reasonable Sanctions" is available online @ www.msvl.k12.wa.us or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000

Students' Rights and Responsibilities:

The Marysville School District is dedicated to achieving academic excellence while developing self-directed, lifelong learners, respecting individual differences, and preparing responsible citizens. To provide information to parents regarding the policies and regulations for students we have developed a Student Rights and

Responsibilities Handbook in accordance with Policy 3200 - Students Responsibilities and Rights, which describes:

- The responsibilities of students to maintain a school attitude and behavior which is safe, orderly, and promotes a positive learning climate;
- The rights of students to humane, professional, and legal treatment in school;
- Additional policies and regulations that affect students.

A copy of Policy 3200 "Student Rights and Responsibilities" is available online @ www.msvl.k12.wa.us or at the District Office: 4220 80th Street NE, Marysville, WA, 360-695-0000.

Harassment:

Harassment is unwelcome, annoying, persistent conduct directed toward another person. It may be of a physical, verbal, sexual, or racial nature. At the Elementary school level, students are learning what harassment is and what the consequences of harassment are. We have a responsibility to teach students when their behavior becomes harassment. Children need to learn when teasing and taunting crosses the line into harassment. Harassment will not be tolerated after a child has been educated. If any student feels they have been subjected to harassment, either as a victim or witness, they need to bring it to the immediate attention of a teacher, counselor, or administrator. All complaints will be investigated promptly and fairly, and when appropriate, corrective action will be taken. Students involved in a harassment complaint shall not be retaliated against because of participation in the procedure.

Sexual Harassment:

Students and Staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip. A copy of Policy 5011 "Sexual Harassment" is available online @ www.msvl.k12.wa.us or at the District Office: 4220 80th Street NE, Marysville, WA, 360-695-0000.

Marysville School District Prohibition of Harassment, Intimidation and Bullying Annual Summary Statement (Policy No. 4080)

The Marysville School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

Any school staff who observes, overhears, or otherwise witness's harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

For an action to be considered bullying, it needs to meet the following definition:

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student's property; or

- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

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How do I report bullying?

If you believe your child is being bullied:

- Obtain a copy of your school's anti-bullying policy and procedures. All schools are required to publish their anti-bullying policies and procedures.
- Contact the police if your child has been the victim of malicious harassment. If the bullying act was particularly vicious and the bully seriously injured your child or caused significant physical harm to your child's property, the bully may be guilty of malicious harassment.
- Follow your school's procedures for filing a written complaint. The school is required to conduct an investigation.

Annually:

The superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. Staff will receive training on the school district's policy and procedure.

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches and evidence-based prevention programs.

Compliance Officer:

The district compliance officer will serve as the district's primary contact for harassment, intimidation and bullying.

Staff Intervention:

All staff members must intervene when witnessing or receiving reports of harassment, intimidation or bullying.

Filing an Incident Reporting Form:

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Receiving an Incident Reporting Form:

All staff are responsible for receiving oral and written reports and must take appropriate action.

Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying:

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

Corrective Measures for the Aggressor:

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Targeted Student's Right to Appeal:

If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

Discipline/Corrective Action:

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Support for the Targeted Student:

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate. Retaliation is prohibited and will result in appropriate discipline.

Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four ways:

1. Phone: 360.799.5414
2. Text: Text your tip to 360.799.5414
3. Email: 1248@alert1.us
4. Web: <http://1248.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1248.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Non Discrimination Statement: Marysville School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, or mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Inquiries regarding compliance and/or grievance procedures may be directed to the Executive Director of Human Resources, Title IX RCW 28.A.640; the Athletics Coordinator, Affirmative Action Officer; the Executive Director of Categorical Programs, Section 504 Coordinator; and the Executive Director of Special Education, ADA Coordinator. Address: 4220 80th Street NE, Marysville, WA 98270. Email: hr@msvl.k12.wa.us. Telephone: 360-965-0000.

Marysville School District is a drug- and tobacco-free workplace.

Kellogg Marsh Elementary Citizenship and Discipline Policy

We believe in a fair and consistent code of discipline that encourages students to be responsible for their behavior. Our District has adopted a program called **PBIS**, Positive Behavior Intervention and Supports. PBIS is a school wide system of supports that include proactive strategies for defining, teaching, and supports appropriate student behavior and to create positive school environments. Because of the focus of PBIS, we would like our students to adhere to our Bear Necessities.

Bear Necessities

Show Respect
Solve Problems
Make Good Decisions

Classroom Golden Tickets:

These are given to classes who demonstrate positive behaviors, showing responsibility and respect. Various methods for celebrating these successes are experienced in the classrooms.

Individual Golden tickets:

These tickets are given to individual students who are exhibiting the behavior expectations in the common areas of school.

Various Classroom Recognitions:

Talk to your child's teacher regarding their plan for recognizing and celebrating positive behaviors in the classroom. This will be included in their classroom management plans and communicated to all families.

Behavior Concerns and Expectations

At Kellogg Marsh if problems arise, we will work positively to find solutions. We teach students to make good choices through nurturing, meaningful teaching and guidance toward success. We provide opportunities for problem solving and appropriate consequences when students choose to misbehave. We also celebrate student progress and good citizenship in a variety of ways. If your child has difficulty assuming responsibility at school, we may ask you to help us teach your child an alternative set of behaviors. You may be asked to conference with us and/or support us in developing an appropriate plan for greater success.

Minor Violations of the Discipline Policy:

When a student misbehaves, the classroom teacher, or adult in the building, will work with that student to help them identify what choice they made, why it was inappropriate, and how they can make a better choice in the future. A KM Office Referral Form may be written up for documentation purposes and will be sent home as communication of the incident.

Major Violations of the Discipline Policy:

The following are considered major violations that will result in a "KM Office Referral Form" report to be sent immediately to the Office for the Principal.

1. Violence in any form such as fighting, threatening, or intimidation
2. Weapons or items used as weapons for physical or emotional intimidation (this means guns and knives of any kind, even toys)
3. Illegal activity such as involvement in drugs, alcohol, tobacco, gambling, sexual harassment, fireworks, or arson
4. Abusive or obscene language or gestures, or racial slurs
5. Damage or stealing of property
6. Harassment or bullying of any kind
7. Dress Code Violation
8. Inappropriate Use of Technology
9. Frequent or persistent minor offenses

All other violations are considered minor and, unless frequent or persistent, will be handled at the classroom level. If a minor violation occurs outside the classroom then the consequence is handled there and a KM Behavior Referral Form is given to the classroom teacher to communicate the problem. Repeated Behavior Concern Reports will result in a consequence by the teacher and the parent will be notified.

In all cases the following sequence will be used. Step 5 is reserved for major offenses and can only be given by the Principal or Principal Designee.

Consequences for Misbehavior:

When students choose to misbehave we provide opportunities to solve the problem and to learn to practice new behaviors:

Step #1 CLARIFY THE RULE

Adults will talk with the student to clarify what rule has been broken. The student will tell how to correct the behavior and agree to do that.

Step#2 POSITIVE PRACTICES

The adults involved will help the student to practice the correct behavior (i.e. go back and walk; let's try that again).

Step #3 PROBLEM SOLVE AND MAKE A PLAN

The teacher, playground supervisor, or other adult will help the student identify the problem and ways to correct it. The plan will include how to avoid the problem in the future and how to rectify the situation the student finds himself/herself in. On the playground this may be a verbal plan and in the classroom or office this may be a plan written on a "Student Action Plan" sheet. Depending on the misbehavior, time out on the playground may be standing along the wall or fence, sitting on the bench for several minutes during recess, or standing with the playground supervisor. In the classroom the consequence may be sitting inside during recess or any special event. With major offenses, the time out is done in the office or designated location.

Step #4 PARENT NOTIFICATIONS

When minor offenses become frequent or persistent, the teacher will notify the parent and ask for your assistance in solving the problem. By working together, we can help the child to develop new ways of handling the problem.

All major violations are referred to the Administrator. A discipline slip called a KM Behavior Referral Form will be written and sent home for a signature from the parent or guardian. Every attempt will be made to contact parents by phone as well as by the Office Referral.

Parents are encouraged to view the forms as information about their child's behavior at school and as a point of discussion about future behavior. The Discipline slip is also meant as a way to ask for your (parent) support in helping the child to learn another way to handle the situation at school. There will always be a consequence when a major offense occurs. The consequence will involve loss of privileges at school to problem solve their behavior with an adult. To the greatest extent possible, the lost privilege will be in the area where the child is having problems. For example, if the behavior happens on the playground, they will lose recess privileges.

Step #5 SUSPENSIONS *(assigned by administration only)*

When a behavior has not been corrected by the above steps or is of such an extreme nature, a student may be subject to immediate exclusion or suspension. Parents will be called to come to school and pick up the child. In extreme cases, a child may not be able to return to school until a conference is held and an agreement made for reentering the school.

What can I do if my child brings home an Office Referral?

Children are learning how to handle themselves socially. Discipline is intended to help students to learn. Allowing students to learn how to handle themselves by letting them experience the natural consequences of their actions is the best way.

- It is normal for your child to deny that they did anything wrong. They do this for 2 basic reasons. One reason is that they do not want to disappoint you. The second reason is that they didn't mean to do whatever it is that happened.
- Children find themselves reacting to new situations in ways that they may not intend. It is our job as parents and teachers to help them to understand how their behavior affects themselves and others.

- Discuss with your child what happened and how they might handle it differently.
- Sign the discipline slip and return it to school the next day. Although you may think that the consequence is too harsh or the situation was unfair, rescuing your child teaches them that you do not believe that they are capable of handling themselves. Instead, tell your child that there are always two sides to the story and you will call the school and find out what happened, but that they are expected to follow through with the consequences as assigned by the teacher and school.

Weapon Free, Drug-Free, and Tobacco-Free

The Marysville School District is a Weapon-Free, Drug-Free, and Tobacco-Free environment. You can find the standards and procedures set forth in Policy 4210 - "Regulation of Dangerous Weapons on School Premises" on the District's website at www.msvl.k12.wa.us. The document describes the regulation for which corrective action or punishment (i.e., discipline, suspension, and expulsion) may be imposed. Paper copies may be requested in the office of your child's school or at the receptionist's desk in the School District's Service Center, 4220 80th Street NE.

Please Note: Other policies that deal with this same issue are Policy 3200 - Student Rights and Responsibilities & 3240 - Student Conduct. These Policies are available online @ www.msvl.k12.wa.us or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.

Drug Free School Policy

Illicit drugs and unlawful possession and use are illegal and harmful. Possession, use, manufacture, distribution, showing evidence of having consumed, selling, soliciting, or facilitating the use of alcohol or illegal drugs is prohibited. Possession of drug paraphernalia or any time thought to be such is also prohibited. The illegal distribution of prescription medication is also prohibited. While in attendance at school or school-sponsored events, students must remove themselves from any situation where such activities are occurring. Students understand that the community *encourages* them to report any situation which poses a danger to the health or safety of themselves and fellow students or which represents a violation of state laws, district policy, and the code to which school leaders are committed. Counseling is available for any student(s) who may be involved or thought to be involved with alcohol or illicit drugs.

Gang Activity

Gang activity or displaying the symbols of gang affiliation is prohibited. A "gang" consists of three or more persons with identifiable leadership who on an ongoing basis, regularly plan together and take actions mainly for criminal purposes. Gang symbols include the show of hand signals, hand writing and/or the presence of clothing, jewelry, accessories, graffiti, or manner of grooming which because of its colors, arrangement, trademark, symbol alteration, or any other attribute designates membership in a gang. Corrective action for gang affiliation or use of symbols may include confiscation of gang related items, parent notification, contact with the local law enforcement, and possible suspension depending on the circumstances.

Weapons (Policy No. 3200)

Board policy has long forbidden students to bring weapons to school or school-sponsored activities. Items in the following categories are defined by the District as weapons:

- A) any firearm (hand or long guns, bombs, grenades, rockets with a propellant charge of more than 4 oz., mines, missiles with more than ¼ oz. Charge), spring-loaded BB or pellet guns, any air gun that propels a BB, pellet or other projectile with compressed air or gas, any other device from which a projectile may be fired by explosive force, or any part which can readily be assembled into a firearm or bomb;
- B) any knife or similar item dangerous to others defined as follows:
 - 1) Any knife having a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle, or which opens by gravity or centrifugal force, the blade of which, when open, projects from the handle;
 - 2) Any knife having any device of any kind that holds the blade partially or totally open, the blade of which when opens projects from the handle;

- 3) Any knife, dirk, or dagger of any kind (including pocketknives and jack knives). This is intended to include all knives such as butcher knives or other knives that do not close, other than those provided and supervised by, and used as part of a school's curriculum program;
- 4) Any razor or ice pick, other than those provided by, supervised by, and used as part of a school's curriculum or program;
- C) Devices commonly known as "sling shots," "slung shots," "sand clubs," "metal knuckles," "num-chu-ka sticks," or "throwing stars"; fireworks or firecrackers.
- D) Any other object that is carried for the purpose or with intent of inflicting injury on or intimidating other persons including mace, pepper spray, stun gun, chemical spray or personal protection devices designed to disable an individual.

Consequences for bringing a firearm as described above are as follows:

- A. One calendar year mandatory expulsion
- B. Notification of law enforcement
- C. Notification of parents
- D. Modification on a case by case basis by the chief school officer

Toy Weapons:

Plastic and other toys replicating weapons, such as guns or knives are not allowed on school grounds. Possession of these toys may result in up to 3 days of suspension. This is a weapon-free school, which includes replicas of weapons.

Search and Seizure (Policy No. 3230)

The principal, assistant principal, and/or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and his/or her effects and may seize any illegal or unauthorized materials discovered in the search. This could be any item considered dangerous to the health or safety of students or school personnel, or any item considered disruptive to the functions and mission of the school. All searches by school employees shall be reasonably related to the objectives of the search. The school official may search when she/he has a reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials.

There shall be no expectation of privacy for the students in certain areas such as cubbies, desks, and/or book bags should there be a particular and focused suspicion on an individual. These searches may be made at any time and without notice in accordance with **RCW 28A.210.240**.

Alcohol, Drug and Tobacco-Free School

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school sponsored event or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. **RCW 28A.210.310**

RCW 70.155.080 A person under the age of eighteen who purchases or attempts to purchase, possesses, or obtains or attempts to obtain cigarettes or tobacco products commits a class 3 civil infraction under chapter 7.80 RCW and is subject to a fine as set out in Chapter 7.80 RCW, or participation in up to four hours of community service, or both. In order to protect children in the public schools from exposure to the addictive substances of nicotine, the use of all tobacco products on public school property is prohibited according to RCW 28A.210.310.

Marysville School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW28A.640 Officer, Section 504 Coordinator and/or ADA coordinator.

Students and Telecommunication Devices (Policy No. 3246)

To avoid disruption of the learning environment, students in possession of telecommunications devices including but not limited to pagers, beepers, cellular phones, smart phones and other related personal electronic communication devices ("Telecommunication Devices") shall observe the following conditions:

1. Telecommunication Devices shall be turned on and operated only before and after the regular school day unless (a) an emergency situation exists that involves imminent physical danger, (b) otherwise authorized by a school administrator or (c) otherwise authorized by school rules.
2. Students shall not use Telecommunication Devices in a manner that poses a threat to academic integrity, disrupts the educational learning environment, harasses/bullies/threatens other students or invades the privacy rights of others.
3. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, on a cell phone or other electronic device. This is commonly known as "sexting", and is prohibited, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the District.
4. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and may lose the privilege of bringing Telecommunication Devices onto District property.
5. An administrator may search a Telecommunication Device when the administrator has a reasonable individualized suspicion that a search of the Telecommunication Device will reveal a violation of this Policy, other District/school rules or illegal activity.
6. The administrator may confiscate the Telecommunication Device if evidence exists of a violation of this Policy, other District/school rules or illegal activity. If confiscated, a Telecommunication Device shall be returned to the student after the end of the school day or the student's parent/guardian consistent with school rules. Content or images that may violate state or federal laws will be referred to law enforcement.
7. Students are responsible for a Telecommunication Device brought to school. The District shall not be responsible for loss, theft or destruction of a Telecommunication Device brought onto District property.
8. Students shall comply with any additional rules developed by an individual school for the appropriate use of Telecommunication Devices.

EXTRA CURRICULAR AND LEADERSHIP OPPORTUNITIES

(Groups might vary each year)

Choir:

Choir is an extra curricular activity open to students in grades 3rd-5th. Students who sign up for choir Commit to attending practice weekly and all performances. Choir practice is either before or after school. Parents must provide transportation for students to attend choir practice. The choir director will send home permission slips in the fall seeking participants? The choir will perform for the school and community throughout the school year. The all city Choir concert is one of the premier performances of the year. Every school in the Marysville School district participates in the event. Students who attend choir must be willing to work hard during practice sessions, rehearsals and performances. If a student is not participating appropriately they may be asked to leave the choir.

Service Club:

Fifth grade students who want to volunteer time to help our school and community can be a part of Service Club. Service Club meets once a week before school and together work on student generated projects that benefit Kellogg Marsh and the Marysville community. In the past, we've done food drives and clothing drives, as well as campus cleanup projects and making cards for people in local care centers. If you like to help and make a difference, Service Club is the place for you!

Patrol:

Fifth grade students who want to volunteer and are recommended by their teacher may participate with parent permission. There are expectations for before and after school participation with a rotating schedule. Parents will be responsible for dropping off and picking up their student at earlier and later times than school hours.

PARENT VOLUNTEER OPPORTUNITIES

Classroom Helpers:

Every classroom teacher can use a helper to assist with some of the organizational tasks of the classroom and/or with small group learning tasks. Teachers will be asking for volunteers in the fall. Even if you think you have very little time or talent to offer your help will be appreciated. Your children also feel very special when their parent is helping in the classroom or at home to make the classroom the best learning environment.

PTA:

The Parent Teacher Association (PTA) does many things for all of the students at Kellogg Marsh Elementary. The PTA sponsors all of the school assemblies, donates funds toward school supplies, funds field trips and raises money for large items that our school needs. The PTA also plans the BOOK FAIRS, food drives, popcorn Wednesdays and family nights. Each of these activities requires a parent to step forward to chair the committee and a group of other parents to carry out the activity. Please join the PTA and give whatever time you have to your child's classroom and to the entire school through PTA committees.

PTA information will be available at the school throughout the school year.

WATCH D.O.G.S:

WATCH D.O.G.S.® (Dads Of Great Students) is the safe school initiative of the National Center for Fathering that involves fathers and father figures to help create a more safe and secure learning environment in our nation's schools.

There will be a kick off event in the fall of each year to learn more about being a WATCH DOG for Kellogg Marsh Elementary. Please look for a notice of this event.

- **Program Goal:**
To help every school in America be positively influenced by the committed involvement of fathers and father figures in lives of their children and students.
- **How WATCH D.O.G.S.® Works**
WATCH D.O.G.S.®, a K-12 program, invites fathers, grandfathers, uncles, or other father figures to volunteer at least one day all day at their child's/student's school during the school year. Individuals sign up at a kick-off event such as a "Dads and Kids Pizza Night" or "Donuts with Dad" or in the office at any time throughout the school year. The program is overseen by a "Top Dog" volunteer who partners with the school administrator to coordinate scheduling and identify opportunities for Watch D.O.G.S to provide assistance at the school. Watch D.O.G volunteers perform a variety of tasks during their volunteer day including monitoring the school entrance, assisting with unloading and loading of buses and cars, monitoring the lunch room, or helping in the classroom with a teacher's guidance by working with small groups of students on homework, flashcards, or spelling.

Volunteer Clearance:

For the safety of our children all volunteers are required to be cleared by the Washington State Patrol and educated on harassment, intimidation and bullying.

- Completed volunteer application
- Copy of State issued driver's license or identification card

Voter Registration:

The school secretary has mail-in voter registration forms available in the office. If you need one, please stop by and get one during office hours.

NONDISCRIMINATION AND SEXUAL HARASSMENT

Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

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The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements.

NON- DISCRIMINATION

Marysville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Civil Rights and Harassment Intimidation & Bullying Coordinator – Gregg Kuehn, Director of Risk Management, Facilities, and Maintenance, gregg_kuehn@msvl.k12.wa.us, 360-965-0110; 4220 80th St NE, Marysville, WA 98270
- Title IX Coordinator- Tracy Souza, Director of Student and Staff Well-Being
tracy_souza@msvl.k12.wa.us, 360-965-0076; 4220 80th St NE, Marysville, WA 98270
- Section 504 Coordinator and ADA Coordinator - Stephanie King, Executive Director of Special Education, stephanie_king@msvl.k12.wa.us, 360-965-0174; 4220 80th St NE, Marysville, WA 98270
- Gender Inclusive Coordinator - Eneille Nelson, Executive Director of Equity & Family Engagement, eneille_nelson@msvl.k12.wa.us, 360-965-0008; 4220 80th St NE, Marysville, WA 98270

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here [Board Policy:3210](#) and [3210P](#)

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Board Policy 3205](#) and [3205P](#).

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Gender Inclusivity

Marysville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Discrimination and discriminatory harassment may be reported to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a written complaint. Address: 4220 80th Street NE, Marysville, WA 98270. Website: www.ms25.org.

Policies that address these issues are 3210 "Non-Discrimination," 5010 "Non-Discrimination and Affirmative Action," 3205 "Sexual Harassment of Students Prohibited," 3207 "Prohibition of Harassment Intimidation and Bullying," 3211 "Gender-Inclusive Schools" and 2162 "Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973". These Policies are available online at www.ms25.org at your school or at the District office: 4220 80th Street NE, Marysville, WA, 98270, 360-965-0000.

Gender Inclusivity

Info from Eneille Nelson. [Policy 3211](#) and [3211P](#)

Complaint Process to the School District

- **Non-Discrimination: Policy and Procedure** [Board Policy 3210 3210P](#)
- **Sexual Harassment: Policy and Procedure** [Board Policy 3205 3205P](#)
- **Gender Inclusivity: Policy and Procedure** [Board Policy 3211 3211P](#)

Step 1. Write Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time

period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Family Commitment Contract

We support the positive and safe learning environment at Kellogg Marsh Elementary that is described in these previous pages. We have read, discussed with our child/children, and agree to the Kellogg Marsh 'Behavior Expectations' School Policies and Procedures.

Date: _____

Student's signature

Print Student's name

Parent/Guardian signature

Homeroom Teacher signature

Comments:

Please sign & return this last page to school with your child as soon as possible. **Keep the rest of the booklet at home** for future reference throughout the entire school year. Thank you for all your time and effort in discussing the above policies and procedures for all of us at Kellogg Marsh Elementary.

BICYCLE AND SCOOTER REGISTRATION RULES

Please remember students in the **THIRD, FOURTH, and FIFTH** only are eligible to ride their bicycles or scooters to school. The following are safety rules to be observed when riding your bicycle or scooter to and from school.

1. **WALK YOUR BIKE OR SCOOTER** from the corner of 62nd Dr. NE (where patrols are located onto the school grounds. When leaving school, walk your bike or scooter all the way to the patrols and through all crosswalks.
2. **ALWAYS WALK YOUR BIKE OR SCOOTER ON SCHOOL GROUNDS!!**
3. **OBEY ALL TRAFFIC LAWS, SIGNS AND SIGNALS.** Use proper arm signals before turning or stopping. Give the right of way to cars and people walking.
4. **NEVER RIDE DOUBLE**—one person per bicycle or scooter.
5. **RIDE SINGLE FILE**—not all over the streets.
6. **AVOID “SHOWING OFF”** when riding your bicycle or scooter.
7. **ALWAYS ENTER THE STREET CAREFULLY** especially from behind a parked car, from a driveway or from behind a building.
8. **WEAR A HELMET!!** (Failure to do so may result in a loss of these privileges.)
9. **LOCK YOUR BICYCLE/SCOOTER ON THE BIKE RACK** provided for you at school.
10. **KEEP YOUR HANDS OFF** other’s bikes and scooters.

These rules apply to older brothers, sisters and friends who might be meeting you on the school grounds after school. Please discuss this with all family members.

I have read the rules above and agree to abide by these rules. I agree to wear my helmet. Failure to follow these rules may result in the immediate suspension of my bike and scooter privileges at Kellogg marsh for a period of time to be determined by the Administration.

Student Signature _____ Parent Signature _____

Date _____

KELLOGG MARSH ELEMENTARY
BICYCLE AND SCOOTER REGISTRATION

Student Name

Teacher

Rm#

Description of Bicycle/Scooter: (make, model and identifying features)

Serial Number of Bike or Scooter: _____

Combination Number: _____

We have read and discussed the bicycle and scooter safety rules and it is agreed by the parent and student to abide by the same; it is understood that the school assumes no responsibility or liability in connection with the above described bicycle or scooter. It is also understood and agreed that in the event of violations of any laws, school rules/policies, or stated safety regulations this permit may be revoked for a determined period of time by the school administration.

AS PARENT/GUARDIAN, I ASSUME FULL RESPONSIBILITY AND LIABILITY FOR THIS BICYCLE/SCOOTER AND THE ABOVE NAMED STUDENT'S CONDUCT IN CONNECTION WITH THE BICYCLE/SCOOTER.

Student Signature _____ Parent Signature _____

Date _____